

ABSENCE FROM DUTY  
GUIDELINES

The following guidelines will apply when employees are absent from duty:

1. An employee who wishes to use personal leave for discretionary reasons, including discretionary holidays, must submit a written request to his or her immediate supervisor in advance of the anticipated absence, preferably at least three days in advance.
2. For nondiscretionary absences, an employee must notify the principal or immediate supervisor as soon as possible.
3. An employee must register an absence from duty via the District's commercial online system.
4. In accordance with DEC (LOCAL), an employee absent more than five consecutive workdays for personal illness or for illness in the immediate family must submit a medical certification of illness to the principal or immediate supervisor.
5. The Superintendent will designate an employee's absence as family and medical leave as soon as possible after determining that the absence qualifies as family and medical leave. [See DEC (LOCAL)]

RECORDS OF LEAVE

Available leave benefits will be reported to each employee by the payroll office at the beginning of each school year.

A new employee will not be eligible for sick or personal leave until he or she has completed at least one whole workday in the District.

A record of leaves and absences will be kept in the payroll office.

PRINCIPALS NOT ON  
CAMPUS

When a principal is absent from the campus, the assistant principal, or a lead teacher appointed by the principal, has authority to handle routine matters. The Superintendent will remain available to assist, if necessary.

If the principal is working but can be reached by telephone while away from the campus, the principal must provide the campus secretary with all necessary contact information.